



Occupational Standards for Trinidad and Tobago National Vocational Qualifications (TTNVQ)

MAGC2003

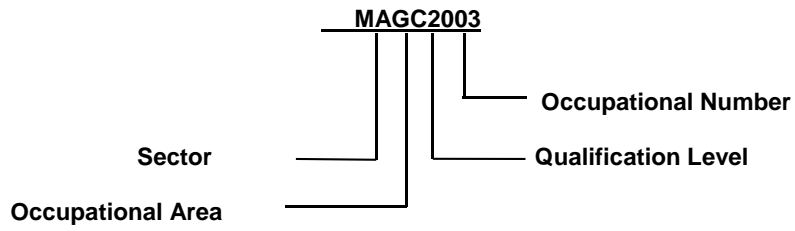
TTNVQ Level 2 – Garment Construction

UNIT NUMBER	UNIT TITLE	REQUIREMENT
MA00100	Follow Health, Safety and Security Procedures	Mandatory
MA00101	Maintain Effective Workplace Communication	Mandatory
MA00102	Produce patterns for garment and create prototype	Mandatory
MA00103	Measure, lay-up and cut garments	Mandatory
MA00104	Set up and operate a domestic sewing machine	Mandatory
MA00105	Press Work	Mandatory
MA00106	Assemble garment and sew components	Mandatory
MA00107	Embellish garment by hand or machine	Mandatory
MA00108	Perform garment repairs and alterations	Mandatory
MA00109	Provide Hand Sewing and Finishing Support	Mandatory
MA00110	Set up and operate industrial sewing machines	Elective
MA00111	Draw and interpret a basic fashion sketch	Elective

To obtain a Trinidad and Tobago National Vocational Qualification (TTNVQ) all Mandatory Units must be achieved.

Legend to Qualification code

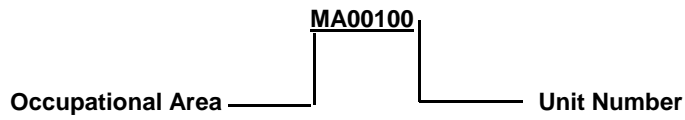
Example: MAGC2003



Key: MA - MANUFACTURING; GC – GARMENT CONSTRUCTION; 2 - Level 2; 003 - Numerical sequence

Legend to Unit Code

Example: MA00100



ACKNOWLEDGEMENTS

The National Training Agency, Trinidad & Tobago would like to thank the following for their contribution in developing these occupational standards.

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Country of Origin: Trinidad and Tobago

Qualification Overview

The Garment Construction Level 2 is a competence-based qualification that covers producing patterns, measuring and cutting garments, operating a domestic sewing machine, assembling garments, embellishing and finishing garments, and repairing garments. The industry sector offers an important career path for those interested in the clothing and textiles, as well as fashion design and other creative areas.

Persons who complete this qualification may be employed in the following jobs:

- Cutters
- Pattern Makers
- Sewing Machine Operators
- Seamstress
- Tailor
- Fashion Designer

Occupational Standards can also be used to:

- Prepare job descriptions and specifications
- Determine recruitment criteria
- Appraise staff performance objectively
- Identify skill and training gaps and needs
- Conduct labour market analyses
- Develop curriculum
- Assess the effectiveness of training programmes
- Determine compensation and rewards

The benefits of acquiring the TTNVQ to Candidates

- Provide a basis for articulation and accreditation
- Provides a broad-based preparation for employment
- Is an alternative route to further / higher education
- Complements and has parallel standing with academic qualifications
- Provides enhanced employability and higher earning potential
- Facilitates an apprenticeship with actual work experience
- Equips candidates with the knowledge, skills and attitudes for the workplace
- Past work experience and skills can count towards achieving the TTNVQ
- Allows for continuity whereby if a candidate cannot complete the TTNVQ at a centre or school, they can continue at another approved centre

The benefits of the TTNVQ to Employers

- Provides a larger cadre of skilled employees/candidates to choose from
- Reduces cost of recruiting and selecting the ideal job candidate
- Reduces cost for training workers
- Ensures higher levels of productivity

MA00100

Follow Health, Safety and Security Procedures

Unit Descriptor:

This unit deals with the skills, knowledge and attitude required to work safely in the workplace and applies to all individuals operating in the garment construction industry.

ELEMENTS

PERFORMANCE CRITERIA

Candidates must be able to:

- | | | |
|---|---|---|
| 1 | Follow workplace health, safety and security procedures | <ul style="list-style-type: none"> 1.1 Follow health, safety and security procedures and comply in accordance with enterprise policies, relevant regulations, insurance requirements and safety plan 1.2 Identify breaches of health, safety and security procedures and promptly report them according to enterprise policy 1.3 Carry out all work activities in a manner that is safe and does not present a hazard to fellow workers and the public 1.4 Use sufficient clear workbench space to safely carry out work activities according to enterprise safety guidelines 1.5 Interpret safety symbols and signs and follow safety instructions according to health and safety guidelines 1.6 Remove and dispose of waste and surplus materials at the end of the activities and leave the work area in a safe and tidy condition |
| 2 | Deal with emergency situations | <ul style="list-style-type: none"> 2.1 Recognize potential hazards and promptly determine required action within scope of individual responsibility 2.2 Follow emergency procedures in accordance with enterprise procedures and guidelines 2.3 Seek assistance promptly from colleagues and/or other authorities where appropriate 2.4 Report details of emergency situations in accordance with enterprise policies and guidelines. |
| 3 | Maintain personal safety standards | <ul style="list-style-type: none"> 3.1 Use the appropriate safety clothing, footwear and personal protective equipment in accordance with organization |

- policies and guidelines
- 3.2 Use appropriate measures to prevent personal injury or impairment resulting from work activities and to control work hazards in accordance with enterprise and safety requirements
 - 3.3 Lift and handle objects in accordance with legal requirements, enterprise policies and relevant health and safety guidelines
 - 3.4 Prevent movements of the body that may cause risk to self in accordance with safety principles and enterprise requirements
 - 3.5 Use appropriate strategies to maintain fitness and to counter possible injury from overexertion
 - 3.6 Plan adequate rest breaks to maintain work performance and to counter stress and anxiety that may be experienced in working schedule
 - 3.7 Contribute and assist towards maintaining the workplace in a safe condition at all times in accordance with organizational and safety requirements
- 4 Provide feedback on health, safety and security
 - 4.1 Promptly identify health, safety and security issues requiring attention according to health and safety guidelines
 - 4.2 Raise health, safety and security issues with the designated person in accordance with enterprise and legislative requirements

RANGE STATEMENT

All range statements must be assessed

1. Workplace includes:
 - established corporations
 - home-based operations
 - small enterprises
 - one-man operations
2. Personal Protective Equipment includes:
 - safety glasses/goggles
 - gloves
 - aprons
 - footwear
 - protective clothing
3. Potential hazards include:
 - slippery floors
 - unprotected equipment
 - unsecured electrical outlets and cables
 - obstacles in walkways
 - spilled chemicals
 - noise and smoke
4. Health, safety and security procedures include:
 - emergency, fire and accident
 - hazard identification and control
 - use of personal protective clothing and equipment
 - safe sitting, lifting and handling
 - security of documents, cash, equipment, people
 - key control systems
 - safe use of electrical equipment
 - use of material safety data sheets
 - safe use of chemicals and toxic substances
5. Workplace procedures include:
 - safety
 - process-specific procedures
 - use of materials
 - recycling
 - cost control
 - reporting
6. Areas of the body affected by common injuries include:
 - lower back
 - ankle and foot
 - knee
 - muscles and tendons

- ligaments
- joints
- stress fractures

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are relevant Occupational Health and Safety legislation and codes of practice
2. what are major safety requirements for work environment
3. what are the organizational health, safety and security procedures
4. what are the symbols used for Occupational Safety and Health signs
5. what are major causes of workplace accidents
6. what are workplace hazards
7. what are the types and usage of personal protective gear and equipment
8. what are the safety requirements relating to handling and usage of tools, equipment and materials
9. what are the emergency evacuation procedures
10. what are fire hazards and workplace fire hazard minimization procedures
11. what is a safety report and safety implementation reports
12. who are the designated personnel responsible for Occupational Safety and Health
13. how to identify major causes of workplace accidents relevant to the work environment
14. how to deal with emergency situations
15. how to communicate effectively

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. follow established safety and security procedures and understanding of the
- b. demonstrate knowledge of the industry guidelines and relevant statutory requirements
- c. perform work activities in conformance with safety requirements and maintain personal safety
- d. maintain a safe work environment and report safety and security issues according to enterprise policy
- e. adhere to enterprise policies and procedures

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate

MA00101

Maintain Effective Workplace Communication

Unit Descriptor:

This unit deals with the skills and knowledge required for establishing and maintaining productive working relationships and communicating work related information.

ELEMENTS

PERFORMANCE CRITERIA

Candidates must be able to:

1	Communicate with others	1.1	Communicate effectively with others to maintain good working relationships
		1.2	Inform others, about work plans or activities which affect them according to workplace procedures
		1.3	Seek assistance from others, without causing undue disruption to normal work activities
		1.4	Respond to others seeking information according to workplace procedures
2	Communicate information	2.1	Communicate information about tasks, processes or events, timely and effectively, according to workplace procedures
		2.2	Identify appropriate sources of information for the work activity
		2.3	Sequence and report information, using required format, in accordance with workplace procedures

RANGE STATEMENT

All range statements must be assessed

- | | |
|--|--|
| <p>1. Working relationships include but not limited to:</p> <ul style="list-style-type: none"> • those for whom you have responsibility • those to whom you are responsible • clients • co-workers • visitors | <p>2. Communication include but not limited to:</p> <ul style="list-style-type: none"> • formal • informal • written • verbal • signs/signals |
| <p>3. Sources of information may include but</p> | |

not limited to:

- supervisor
- clients
- work schedules
- charts
- work plans
- work bulletins
- memos

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates must know and understand:

1. how to create and maintain working relationships and why it is important to do so
2. what are the types of problems that can affect relationships and what actions can be taken to deal with specific difficulties
3. what are the lines of communication and responsibilities of others in the workplace
4. how to use work schedules, charts, work bulletins and memos
5. what are the appropriate methods to be used to convey information to others
6. how to communicate effectively to resolve issues/conflicts

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. communicate effectively with others to maintain good working relationships
- b. communicate information about tasks, processes or events timely and effectively, according to workplace procedures

(2) Method of Assessment

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation, portfolios and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job or off the job. Where assessment is performed off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by working as part of a team.

MA00102

Produce Patterns for Garments and Create Prototype

Unit Descriptor:

This unit deals with the skills, knowledge and attitude required to produce patterns for garment and create prototypes in the garment construction industry.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to draft pattern	1.1	Measure and calculate pattern requirements according to job specification
		1.2	Select and prepare pattern marking tools according to job specification
		1.3	Set up work area for pattern drafting according to job specification
2	Draft pattern	2.1	Square lines using pattern drafting tools and drafting techniques
		2.2	Transfer patterns onto paper according to job specification
		2.3	Finish pattern using symbols and markings according to job specification
		2.4	Check pattern components against pattern specification sheet
3	Modify and finalize pattern	3.1	Finish pattern according to job specification
		3.2	Check pattern pieces for accuracy according to job specification
		3.3	Label pattern pieces according to job specification
		3.4	Modify patterns using basic patternmaking principles according to job specification
		3.5	Identify and follow Occupational Safety & Health (OSH) practices according to workplace procedures

- | | | | |
|---|------------------|-----|---|
| 4 | Create prototype | 3.6 | Take action to prevent accidents and to eliminate risks to personal safety where necessary, according to workplace procedures |
| | | 4.1 | Use final pattern to create prototype according to job specifications |
| | | 4.2 | Select the materials according to pattern requirement |
| | | 4.3 | Construct the prototype according to pattern requirement |
| | | 4.4 | Fit, revise and finalize the prototype according to pattern requirement |

RANGE STATEMENT

All range statements must be assessed.

- | | |
|--|--|
| 1. Pattern markings may include but not limited to: | 6. Modify pattern may include but not limited to: |
| <ul style="list-style-type: none">• Notches• straight of grain• seam lines• darts• cutting instructions• size | <ul style="list-style-type: none">• changing neckline• adding opening or closure, lengthening or shortening• applied pockets• flaps• appropriate seam allowance• allowance• notching• pattern information (size, style number, cutting instructions and identity)• darts• grain line• cutting line• |

2. Pattern specification sheet may include but not limited to:
 - number of pattern pieces
 - style details
 - fabric swatches
 - fashion sketch
 - special pattern information
 - cutting instructions
3. Tools and equipment may include but not limited to:
 - Scissors
 - Ruler-Fashion grid
 - square rule
 - marker pens
 - hole punch
 - fashion triangle
 - French curve
 - Notcher
 - Weights
 - tape measure
 - paper scissors
 - pattern hook
 - masking tape
 - sticking tape
4. Line specifications may include but not limited to:
 - squaring lines
 - trueing lines
 - crossing intersections
7. Basic patternmaking principles include but not limited to:
 - dart manipulation
 - pattern trueing
 - measurement
 - calculations
 - pattern pieces
 - pattern marking
 - style modification
8. Drafting techniques may include but not limited to:
 - vertical
 - horizontal
 - intersection
9. Materials may include but not limited to:
 - Fabric
 - Trims

5. OSH practices may include but not limited to:
- manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - environmental practices

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what is patternmaking
2. what is pattern markings and symbols
3. what are style features
4. what are fabric performance characteristics
5. what are the industry standards and practices
6. what is the OSH practices, including hazard identification and control measures
7. how to draw a basic fashion sketch
8. how to take measurements and make calculations related to pattern drafting
9. how to use patternmaking tools
10. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
11. how to maintain accurate measurement records
12. how to communicate within the workplace
13. how to cut pattern without jagged edges
14. how to meet specifications
15. how to clarify and check task-related information
16. how to carry out work according to OSH practices
17. how to identify pattern marking and symbols

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. apply knowledge of pattern making and garment construction terminology
- b. identify, select and use the appropriate tools and equipment for patternmaking
- c. modify the appropriate pattern
- d. cut out and label pattern pieces accurately
- e. create prototype
- f. apply OSH practices in work operations

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

MA00103

Measure, Lay-Up and Cut Garments

Unit Descriptor:

This unit deals with the skills, knowledge and attitude required to perform measurement and cutting of garments within the clothing industry.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Measure and interpret garment dimensions	1.1	Obtain client measurements and complete specification sheet according to workplace procedures
		1.2	Interpret garment measurements to suit needs of client, where required according to job specifications.
		2.1	Discuss garment design and preferred material/fabric and confirm requirements with client according to workplace procedures
2	Determine/confirm design and pattern requirements	2.2	Incorporate special design requests into the design, where required according to job requirements
		2.3	Chalk design into the pattern or select/modify to meet the client requirements according to job specifications
		3	Lay-up and cut material
3.2	Layup material and check alignment to ensure conformance to specifications		
3.3	Cut material to meet design requirements and measurements of the pattern according to job specifications		
4	Maintain documentation	4.1	Prepare all relevant documentation according to workplace procedures.
		4.2	Store documents according to workplace procedures

RANGE STATEMENT

All range statements must be assessed.

1. Quality requirements may include but not limited to:
 - faults
 - width
 - selvedges
 - dye lot
 - marking requirements
2. Materials may include but not limited to:
 - Fabric
 - Threads
 - Trimmings
 - Closures
 - Interfacings
 - Elastics

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what is garment construction
2. what are assembly methods in garment construction
3. what are the properties associated with fabric
4. what is the importance of the selvedge and bias of fabrics and their characteristics
5. what are Computer Aided Design (CAD) measurements
6. how to use appropriate techniques for laying-up and cutting operations
7. how to apply all the relevant safety practices when working in the clothing industry
8. how to communicate effectively with clients, individuals, work groups and supervisors
9. how to document and transfer information
10. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions and other reference material
11. how to maintain accurate records
12. how to communicate within the workplace
13. how to sequence operations
14. how to interpret and meet requirements of a specification sheet
15. how to clarify and check task-related information
16. how to carry out work according to OSH practices

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a) obtain accurate measurements from client
- b) communicate effectively and interact with the client in the presentation of ideas and designs
- c) lay-up and align material with pattern
- d) cut material to meet design requirements
- e) apply workplace health and safety policies in work operations
- f) maintain accurate records

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

MM00104

Set Up and Operate a Domestic Sewing Machine

Unit Descriptor:

This unit relates to the skills, knowledge and attitude required to safely and efficiently operate a domestic sewing machine

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Set up domestic sewing machines	1.1	Obtain job specifications prior to commencement of work activities
		1.2	Select and prepare tools and attachments according to job requirements
		1.3	Thread needles and check tension according to thread type
		1.4	Check machine lubrication according to manufacturer's specification
2	Conduct sample quality testing	2.1	Set up workbench and seating in accordance with OSH procedures and workplace procedures
		2.2	Test machine settings according to manufacturer's specification and job requirements
		2.3	Examine sample to confirm desired sewing motion and stitch according to job requirement
		2.4	Make adjustments to machine, if necessary according to job requirement
3	Prepare and sew garment components	3.1	Receive and check work pieces according to workplace procedures
		3.2	Lay out garment components in sequence according to job specification
		3.3	Sew pieces according to product requirements and quality standards.

- | | | | |
|---|--------------------------------------|-----|---|
| 4 | Assess quality of garment components | 4.1 | Inspect sewn garment components against quality standards |
| | | 4.2 | Identify and report any faults or pieces that do not meet quality standards according to workplace procedures |
| | | 4.3 | Record results of quality inspection according to workplace procedures |

RANGE STATEMENT

All range statements must be assessed.

- | | |
|---|---|
| <p>1. Domestic sewing machine may include but not limited to:</p> <ul style="list-style-type: none"> • lockstitch and chain stitch sewing machines • overlock sewing machines and sergers • high volume automatic and manually operated hem, selvedge and embroidery sewing machines | <p>2. OSH practices may include but not limited to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices |
| <p>3. Machine settings may include but not limited to:</p> <ul style="list-style-type: none"> • tolerances • tension • needle speed and timing • direction • other settings depending on the domestic sewing machine settings machine model function and production requirements • stitch setting | <p>4. Quality standards may include but not limited to:</p> <ul style="list-style-type: none"> • materials • component parts • final product • production processes • workplace quality standards • TTBS Garment Standards (TTS 625:2013) |

5. Garment components may include but not limited to:
 - Sleeve
 - Collar
 - Pockets

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the garment assembly processes and machines related to sewing
2. what are the techniques in using and maintaining a three thread overlocker, zigzag or plain lockstitch sewing machine
3. what are the characteristics of stable woven and knitted fabrics and threads such as cotton drill, calico, double knit, rugby knit, poplin
4. what are the OSH practices, including hazard identification and control measures
5. how to handle, receive and assemble garment components
6. how to consistently achieve quality and production output requirements
7. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, manufacturer's manuals and other reference material
8. how to maintain accurate records
9. how to communicate within the workplace
10. how to clarify and check task-related information
11. how to carry out work according to OSH practices

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. check work against job specification sheets
- b. prepare workstation and work before commencing sewing operations
- c. apply sewing techniques in assembling garment components
- d. apply OSH practices in work operations

(2) Method of Assessment

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation, oral questioning, examination of portfolio, and simulation. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job or off the job. Where assessment is done off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working as part of a team. The assessment environment should not disadvantage the candidate.

MA00105

Press Work

Unit Descriptor:

This unit involves the skills, knowledge and attitude required to press work as part of the garment construction process.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare Workstation	1.1	Set up work area according to OSH practices and job requirements
		1.2	Clean and check pressing equipment according to manufacturer's specifications
		1.3	Perform minor maintenance according to manufacturer's specifications
		1.4	Lay out work and sequence according to job specification
2	Press Work	2.1	Check work against job specification or pressing instructions
		2.2	Identify faults, spots and marks and take corrective action according to workplace procedures
		2.3	Select and use pressing equipment and tools according to job requirements
		2.4	Sequence pressing according to job requirements
		2.5	Position work on pressing equipment according to product requirements
		2.6	Apply heat, steam, vacuum, pressure and time according to fabric specifications
		2.7	Take action to prevent accidents and to eliminate risks to personal safety where necessary, according to workplace procedures
3	Despatch pressed work	3.1	Inspect pressed work against workplace pressing standards
		3.2	Record and report results of inspection according to workplace procedures
		3.3	Take preventative action to avoid any recurrence of faulty work where necessary, according to workplace procedures

RANGE STATEMENT

All range statements must be assessed.

1. OSH practices may include but not limited to:
 - manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - environmental practices
2. Minor maintenance may include but not limited to:
 - washing out or replacing cover and padding of pressing equipment
 - applying sole-cleaning compounds to hand irons
3. Pressing tools may include but not limited to:
 - ham
 - sleeve board
 - press cloth
4. Pressing equipment may include but not limited to:
 - pressers
 - industrial steam irons
 - suction boards
 - sleeve board
 - sleeve roll
 - iron stand
5. Report and record may include but not limited to:
 - written record
 - job ticket
 - verbal report

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the pressing requirements and characteristics of typical fabrics and other materials used in garment assembly such as woven cottons, denim, single knits, tricot, gabardine, cotton drill, calico, double knit, poplin, fusable
2. how does pressing impact on the various sewing techniques (pleats, tucks, gathers, darts, hems)
3. what are the quality standards and practices involved in pressing garments
4. what are the OHS practices, including hazard identification and control measures associated with pressing
5. how to use pressing equipment
6. how to apply various pressing techniques
7. how to read, interpret and follow information on work specifications, standard operating procedures, work instructions and other reference material
8. how to maintain accurate records
9. how to communicate within the workplace
10. how to sequence operations
11. how to clarify and check task-related information
12. how to carry out work according to OHS practices

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include the ability to:

- a. check work against work specification or pressing instructions
- b. prepare pressing equipment and work before commencing pressing operations
- c. apply pressing techniques
- d. apply OHS practices in work operations
- e. maintain accurate records

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, portfolio, oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant regulations, workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

MA00106

Assemble Garment and Sew Components

Unit Descriptor:

This unit deals with the skills, knowledge and attitudes required to assemble garment components using a domestic machine and operation techniques.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare workstation	1.1	Set up workbench and seating according to OSH practices
		1.2	Check and clean machine according to manufacturer's specifications
		1.3	Set up and adjust machine according to job specifications
		1.4	Check needles, attachments and parts according to manufacturer's specifications
		1.5	Identify worn needles or parts and report or replace if necessary, according to workplace procedures
		1.6	Check performance of machine for signs of faulty operation and take required action according to defined procedures
		1.7	Select and prepare supplies and equipment for production according to job specification
2	Prepare garment components	2.1	Select pattern according to size and style required
		2.2	Select fabric to suit end use design of garment according to job specification
		2.3	Calculate fabric amount according to fabric width and pattern requirements
		2.4	Cut fabric according to seam allowances and pattern markings
		2.5	Determine sequence of garment assembly according to pattern requirements

- 2.6 Check cut pattern pieces against garment requirements and fabric characteristics
 - 2.7 Lay out garment components according to sequence of assembly operations
- 3 Assemble garment components
 - 3.1 Assemble components according to OSH practices and industry standards
 - 3.2 Control machine speed for type of sewing operations, fabrics and garment complexity according to job specification
 - 3.3 Check garment for correct fit and assembly quality according to job specifications
- 4 Complete work
 - 4.1 Undertake any required hand sewing according to pattern requirements and industry standards
 - 4.2 Inspect assembled garment for faults and take action to ensure it meets industry standards and pattern requirements
 - 4.3 Press garment according to fabric requirements and garment construction details
 - 4.4 Record details of completed work according to workplace procedures

RANGE STATEMENT

All range statements must be assessed

1. Garment may include but not limited to:
 - Accessories – belts, scarves, sarongs
 - straight seamed, draw string skirt
 - t-shirt
 - smock dress
 - headwear
 - other garments that require a range of sewing techniques using domestic machines
2. Machines may include but not limited to:
 - domestic sewing machine
 - over locker (Sergers)
3. Fabric may include but not limited to:
 - a range of fabric types including cottons, woolens, synthetics, velvets, lace, stretch, knitted, etc.
 - single and multi-directional prints
 - interfacings and linings
4. Set-up may include but not limited to:
 - correct thread
 - needle size and type
 - needle guard
 - tension setting
 - attachments
5. Patterns may include but not limited to:
 - commercially available patterns
 - individually drafted patterns
6. Supplies and equipment may include but not limited to:
 - pins
 - scissors
 - needle and thread
 - marker or chalk
 - Grid ruler
 - Beeswax
 - Thimbles
 - Seam rippers
 - Nippers
 - Sewing gauge

7. Pattern markings and symbols may include but not limited to:
 - notches
 - darts

8. Sewing operations may include but not limited to:
 - positioning
 - feeding
 - handling of garment pieces involving contouring, stopping or handling skills required to accommodate fabric variations, gathering, easing, tucking

9. Garment components may include but not limited to:
 - sleeves
 - waistbands - straight or shaped
 - collars
 - cuffs
 - plackets
 - facings - neck, armhole
 - binds
 - zips - dress, skirt, trouser, invisible
 - buttons and buttonholes
 - hems - double fold, rolled, blind, stitched hem
 - other closures

10. Hand sewing may include but not limited to:
 - attaching buttons and other closures
 - attaching embellishments such as beading, trims, patches
 - hemming and overcasting
 - embroidery

11. OSH practices may include but not limited to:
 - manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents in the workplace
 - environmental practices in the workplace

12. Faults may include but not limited to:
 - incorrect sizing
 - loose threads
 - missing buttons

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the techniques in using and maintaining serger and domestic sewing machines
2. what are the characteristics of a range of fabrics (denim, knits, tricots, lace, woven and knitted) and threads such as denim, single knits, tricot
3. what are the industry standards and practices of the garment industry
4. what are sizing requirements
5. what are the sequence of operations for garment assembly
6. what are the different types of needles, types and size
7. what are the osh practices, including hazard identification and control measures
8. how to use a domestic sewing machine
9. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
10. how to maintain accurate records
11. how to communicate within the workplace
12. how to sequence operations
13. how to meet job specifications
14. how to clarify and check task-related information
15. how to carry out work according to osh practices
16. how to read and understand manufacturers manuals and equipment guides

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a) calculate fabric requirements
- b) layout, cut and assemble garment
- c) press work

(2) Method of Assessment

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation, portfolios and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job or off the job. Where assessment is performed off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by working as part of a team.

MA00107

Embellish Garment by Hand or Machine

Unit Descriptor:

This unit involves the skills, knowledge and attitude required to embellish a garment using hand and machine techniques

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare for garment embellishment	1.1	Identify type of embellishment required according to job requirement
		1.2	Determine embellishment specifications according to job requirement
		1.4	Select embellishing methods according to garment considerations and job requirement
		1.5	Select machine and attachments and criteria for selection of threads according to job requirement
2	Prepare work pieces and workstation	2.1	Set up work area in accordance with safety standards and workplace procedures
		2.2	Lay out garment or components according to job specifications
		2.3	Check machine requirements and adjust according to job specifications
		2.4	Set up equipment and materials and adjust according to job specification
		2.5	Perform minor maintenance, if necessary, according to manufacturer specifications.
		2.6	Report and record problems, if necessary, according to workplace procedures
3	Embellish garment or piece	3.1	Use hand/machine embellishing method to finish garment according to job specification

- 3.2 Identify faults and report and record, if required, according to workplace procedures
- 3.3 Assess work for compliance with quality standards and job specifications.

RANGE STATEMENT

All range statements must be assessed

1. Embellishments may include but not limited to:
 - Beads
 - Trims
 - Appliques
 - Gemstones
2. Embellishment specification may include but not limited to:
 - colour
 - size, including width and length
 - stitch type and size
3. Embellishing methods may include but not limited to:
 - Hand
 - Machine
4. Garment considerations may include but not limited to:
 - type of fabric
 - colour of fabric
 - positioning of design
 - purpose of garment
 - suitability of size, design, colour

5. Hand embellishing methods may include but not limited to:
 - beading
 - smocking
 - embroidery stitches
 - fabric manipulation
 - appliques
 - hand painting
 - stencilling
7. Machine requirements may include but not limited to:
 - thread type
 - needle type
 - stitch settings
 - attachments
 - stabilisers
9. Criteria for selection of threads may include but not limited to:
 - colour
 - thickness
 - shine
 - texture
 - stability
 - strength
11. Routine minor maintenance may include:
 - checking and replacement of needles, attachments or parts
 - oiling of machine parts and tool parts
6. Machine embellishing methods may include but not limited to:
 - quilting
 - pin tucking
 - shirring
 - machine embroidery
 - appliques
 - lace insertion
8. Attachments may include but not limited to:
 - any machine foot that assists with the application of the embellishment
 - parts to facilitate embellishment
10. Equipment and materials may include but not limited to:
 - sewing machine and attachments (presser)
 - scissors
 - tape measures
 - hand sewing needles, such as beading and crewel
 - embroidery hoop
12. OHS Practices may include but not limited to:
 - manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - environmental practices

13. Quality standards may include but not limited to:

- materials
- component parts
- final product
- production processes
- workplace quality standards
- TTBS Garment Standards (TTBS 578: 2001)

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the principles of design related to the garment construction
2. what are the characteristics of fabrics, threads and other materials
3. what are the quality standards and practices related to the embellishment of garments
4. what are the sequence of operations
5. what are the OSH practices, including hazard identification and control measures
6. how to handle, receive and perform job assignments
7. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
8. how to maintain accurate records
9. how to communicate within the workplace
10. how to sequence operations in embellishing garments
11. how to clarify and check task-related information
12. how to carry out work according to OHS practices

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. prepare workstation and work pieces before commencing operations
- b. perform hand embellishments
- c. perform machine embellishment
- d. carry out minor machine maintenance according to workplace practices
- e. apply OHS practices in work operations

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate

MM00108

Perform Garment Repairs and Alterations

Unit Descriptor:

This unit involves the skills, knowledge and attitude required to repair and alter finished garments based on client needs.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare workstation	1.1	Set up workbench and seating according to OSH practices
		1.2	Check and clean machines according to manufacturer's specifications
		1.3	Set up and adjust machines according to job specifications
		1.4	Check needles, attachments and parts according to manufacturer's specifications
2	Identify repair and/or alteration requirements	2.1	Identify type of garment damage and/or alteration according to workplace procedures
		2.2	Determine repair/alteration requirements according to damage/alteration identified
		2.3	Take measurements, where necessary according to job requirement
		2.4	Develop plan for repair/alteration according to workplace procedures
3	Complete alteration and/or repair by machine or hand	3.1	Lay out work in sequence according to garment alteration plan
		3.2	Repair and/or alter garment according to job requirements
		3.3	Control machine speed and according to fabrics and garment type
		3.4	Inspect garment according to job specifications
		3.5	Report any identified faults, if necessary according to workplace procedures

- 3.7 Press and finish garment according to fabric requirements
- 3.8 Record results of alteration/repair according to workplace procedures

RANGE STATEMENT

All range statements must be assessed.

1. Types of garment damage may include but not limited to:

- holes
- tears
- rips
- broken zips
- worn elastic
- broken seams or hems
- lost buttons, hooks and eyes

2. Repair requirements may include but not limited to:

- replacing zips, buttons, or other fasteners by hand or machine
- reinserting or attaching elastic
- darning holes by hand or machine

3. Set-up may include but not limited to:

- correct thread
- needle size and length
- needle guard
- tension setting and attachments

4. Alterations may include but not limited to: hems

- letting out or taking in seams for fit
- reshaping garment with dart and seams
- Deconstructing garment for alteration

5. Measurements may include but not limited to:

- depth of hem take-up or let-down
- sleeve length
- waist, bust or hip measurement
- dress length
- trouser length
- jacket length
- skirt length

6. OSH practices may include but not limited to:

- hazard identification and control
- risk assessment and implementation of risk reduction measures
- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping

7. Machines may include but not limited to:

- blind hemmers
- buttonholers
- button sewers
- plain lockstitch sewing machine
- three, four or five thread overlocker
- zigzag sewing machine

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the characteristics of fabrics and other materials used in garment repair such as woven fabrics (poplin, drill, flannelette) and knitted fabrics (rugby knit, double knit)
2. how to plan product repair or alteration
3. how to use and maintain various types of machines
4. how to use lockstitch sewing machine, a three, four or five thread overlocker, a zigzag sewing machine, blind hemmers, buttonholers, button sewers, elasticators and binders
5. how to use hand sewing techniques to repair or alter garments
6. how to handle, receive, repair and/or alter garments
7. how to conduct quality checks
8. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. plan for repairs or alterations
- b. check work pieces against specifications for repairs or alterations
- c. prepare workstation and work pieces before commencing sewing operations
- d. operate machines required for repairs and alterations according to manufacturer's specification
- e. repair/alter garments according to required specifications

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate

MM00109

Provide Hand Sewing and Finishing Support

Unit Descriptor:

This unit deals with the skills, knowledge and attitude required to conduct support tasks to assist in the production of garments or other associated articles.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare work pieces and workstation	1.1	Set up workbench and seating in accordance with OSH standards and workplace procedures.
		1.2	Identify and clarify work requirements according to workplace procedures
		1.3	Lay out components and sequence in accordance with job specifications
		1.4	Prepare work pieces according to job specification
2	Perform hand sewing tasks	2.1	Complete hand sewing tasks according to workplace standards
		2.2	Submit work to supervisor, where applicable according to workplace procedures
3	Perform finishing operations	3.1	Perform finishing operations according to workplace procedures
		3.2	Check garment or article for faults according to job specification
		3.3	Check work for compliance with quality standards and job specifications
		3.4	Correct identified faults against job specification
		3.5	Submit work for final quality checking if applicable, according to workplace procedures
		3.6	Complete workplace records in accordance with workplace procedures.

- 3.7 Complete packaging requirements where applicable, in accordance with workplace requirements

RANGE STATEMENT

All range statements must be assessed.

1. Hand sewing tasks may include but not limited to:
 - sewing on buttons, fasteners and hooks
 - sewing hems
 - sewing on labels and tags
 - all closures
 - zippers
2. OSH practices may include but not limited to:
 - manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - environmental practices
3. Finishing operations may include but not limited to:
 - sorting
 - attaching tickets and labels
 - ironing on transfers
 - cutting loose threads
 - checking quality of product against specifications
 - pressing
 - clipping
 - spotting
4. Faults may include but not limited to:
 - Incorrect sizing
 - Loose threads
 - Missing buttons

5. Quality standards may include but not limited to:

- materials
- component parts
- final product
- production processes
- workplace quality standards
- TTBS garment Standards (TTBS 578: 2001)

Packaging requirements may include but not limited to:

- boxing
- packing
- bagging
- folding
- hanging

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are hand sewing techniques
2. what are finishing techniques
3. what are the quality standards and practices
4. what are the OSH practices, including hazard identification and control measures
5. what are the recording and reporting practices related to the workplace
6. how to thread and use a needle
7. how to conduct quality checks of work completed
8. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
9. how to maintain accurate records
10. how to communicate within the workplace
11. how to clarify and check task-related information
12. how to carry out work according to OSH practices

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. clarify work requirements
- b. perform hand sewing tasks to workplace standards
- c. perform finishing operations to workplace standards
- d. apply OSH practices in the workplace

(2) Method of Assessment

Assessors should gather a range of evidence, over a period of time, which is valid, sufficient and authentic. Evidence should be gathered through a variety of ways including direct observation and oral questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, manufacturer's specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job or off the job. Where assessment is done off the job, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by working individually.

MM00110

Set Up and Operate Industrial Sewing Machines

Unit Descriptor:

This unit relates to the skills and knowledge required to safely and efficiently operate industrial sewing machines

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Set up industrial sewing machines	1.1	Evaluate work instructions to determine job requirements
		1.2	Select machine and supplies according to job requirements
		1.3	Fill and thread bobbin, where required, according to thread selection
		1.4	Select needles and thread type and install according to job requirements according to job specifications
		1.5	Check machine lubrication according to manufacturer's specification
2	Conduct sample quality testing	2.1	Set up workbench and seating in accordance with OSH procedures and workplace procedures
		2.2	Test machine settings and controls according to manufacturer's specification and job requirements
		2.3	Examine sample to confirm desired sewing motion and stitch is achieved according to job requirement
		2.4	Make adjustments to machine, if necessary according to job requirement
3	Operate industrial sewing machine	3.1	Ensure safety guards/guides are in place prior to engaging the machine according to workplace procedures
		3.2	Select and use appropriate machine attachments according to job specifications

- 3.3 Sequence and position work pieces on machine according to job requirements
- 3.4 Sew pieces according to job requirements and quality standards
- 3.5 Inspect sewn garment components against job specification and quality standards

RANGE STATEMENT

All range statements must be assessed.

1. Machines may include but not limited to:

- lock and over lock stitch
- chain stitch
- double needle
- multiple needle
- button tack
- button holer
- hemmer

2. Controls may include but not limited to:

- reverse lever
- knee lifter
- hand wheel
- treadle/threader
- pressure bar
- needle bar

3. Quality standards may include but not limited to:

- materials
- component parts
- final product
- production processes
- workplace quality standards
- TTBS garment Standards (TTBS 578: 2001)
 - Machine settings may include
 - gaps

4. Needles may include but not limited to:

- straight
- curve
- different sizes

5. Attachments may include but not limited to:

- zipper foot
- cording foot
- gather foot
- T-guides
- swing guide
- tuck foot
- pleater foot
- folders
- binders

1. Garment components may include but not limited to:

- Sleeve
- Collar
- Pockets

- tolerances
- clearances
- tension
- needle speed and timing
- air cooling and lubrication system settings
- direction
- feed rate

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the operating components of the machines
2. what are the attachments for each machines and their usage
3. what are the safety precautions and procedures for preparing and using industrial sewing machines
4. what is the importance of ergonomics while working at a machine
5. what are the different types of needles and their characteristics and uses
6. what are the different lines, corners and tacks used in sewing machine operation
7. how to fill bobbins
8. how to care for industrial sewing machines
9. how to thread industrial sewing machines
10. how to follow all safety procedures involved in the operation of industrial sewing machines.
11. how to insert bobbins
12. how to thread bobbins
13. how to insert needles
14. how to maintain proper posture while operating machines
15. how to manipulate controls and attachments on industrial sewing machine
16. how to prepare reports
17. how to clarify and check task-related information
18. how to maintain accurate records
19. how to carry out work according to osh practices
20. how to communicate within the workplace

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. follow all safety procedures involved in the operation of industrial sewing machines
- b. check work against job specification sheets
- c. maintain proper posture while operating machines
- d. manipulate controls and attachment
- e. set and operate industrial sewing machine safely and correctly
- f. perform sample runs and analyse results

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate

MM00111

Draw and Interpret a Basic Fashion Sketch

Unit Descriptor:

This unit involves the skills, knowledge and attitude required to draw and interpret a two-dimensional sketch of a garment

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare drawing tools, materials and workstation	1.1	Select drawing tools and materials according to job requirements
		1.2	Set up worktable and seating according to OSH practices
		1.3	Identify design requirements and styles according to job requirements
2	Use template to draw sketches	2.1	Apply quality criteria for drawing according to job requirement
		2.2	Select template to draw sketch according to job requirement
		2.3	Draw sketch to represent a design according to job requirement
3	Complete work	3.1	Interpret specifications to produce required garment/garment components according to job requirement
		3.2	Inspect sketch in accordance with quality standards
		3.3	Carry out changes or adjustments to sketch as required, according to job requirement
		3.4	Complete documentation relating to the sketch according to workplace procedures

RANGE STATEMENT

All range statements must be assessed.

1. Drawing tools and materials may include but not limited to:
 - sketch pad
 - drawing materials:
 - pencils
 - HB leads
 - pencil sharpener
 - erasers
 - fashion sketching templates
2. OHS practices may include but not limited to:
 - manual handling techniques
 - standard operating procedures
 - personal protective equipment
 - safe materials handling
 - taking of rest breaks
 - ergonomic arrangement of workplaces
 - following marked walkways
 - safe storage of equipment
 - housekeeping
 - reporting accidents and incidents
 - environmental practices
3. Design requirements and style may include but not limited to:
 - straight and A-line skirt
 - shift dress
 - blouse
 - pants
 - trousers
 - jumpers
 - coats
 - swimwear
 - lingerie
4. Quality criteria include but not limited to:
 - proportion
 - perspective
 - symmetry and balance
 - fabric performance
 - detailing
 - neatness
 - line
 - harmony
5. Templates may include but not limited to:
 - ladies' (front, back and side full body view)
 - men's (front, back and side full body view)
 - children's (front, back and side full body view)
6. Quality standards may include but not limited to:
 - materials
 - component parts
 - final product
 - production processes
 - workplace quality standards
 - TTBS garment Standards (TTBS 578: 2001)

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know and understand:

1. what are the quality standards and practices for drawing a fashion sketch
2. what are the OSH practices, including hazard identification and control measures
3. what are the recording and reporting practices
4. what are fashion sketching tools and materials

5. how to read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material as related to fashion sketches
6. how to handle fashion sketching tools and materials
7. how to maintain accurate records
8. how to communicate within the workplace
9. how to sequence operations
10. how to meet specifications
11. how to clarify and check task-related information
12. how to carry out work according to OHS practices

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- a. identify design requirements
- b. prepare workstation before commencing drawing
- c. draw a sketch to accurately depict a style of garment
- d. use tools and materials to sketch
- e. apply quality criteria in completion of sketch
- f. apply OHS practices in work operations
- g. maintain accurate records and complete documentation

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate